

Sub 78-04360A

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2/1/56INSTRUCTION NO.
LI 42-100-2

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No Change in Class.	<input type="checkbox"/>
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LI 42-100-2
CORRESPONDENCE
5 June 1956

SUBJECT: Correspondence

REFERENCE: [REDACTED] Correspondence Handbook

RESCISSIONS: P&SO Instruction No. 110 dated 2 March 1953, subject: Correspondence Procedure

LI 110-100-3 dated 27 January 1954, subject: Signer's Copy for Chief or Deputy Chief of Logistics

LN 110-100-1 dated 6 November 1953, subject: Use of Abbreviations

LN 42-120-1 dated 10 March 1954, subject: Correspondence Submitted to the Director and His Deputies

1. GENERALThis Instruction supplements [REDACTED] as applies specifically to the Office of Logistics and establishes correspondence copy requirements for the Office of the Director of Logistics.2. SCOPECorrespondence standards established by Agency or Office procedures apply to all correspondence, even if signed at lower organizational levels.3. PROCEDUREa. Official File Copy

Only one yellow official file copy will be made for each item of correspondence. Background material will be attached to the official file copy which will be filed at the signing level with the exception of case files specifically supporting the operations of a lower component such as contracts, leases, TVAs, and personnel matters pertaining to an individual. In cases where the official file is maintained at other than the signing level, a white tissue file copy will be prepared for the signer's office.

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b. Copies for the Office of the Director of Logistics

- (1) The "Reading File" for the office of the Director of Logistics is hereby discontinued, and the "signer's copy", as such, will no longer appear on the distribution.
- (2) When correspondence is prepared for the signature of the Director of Logistics, in addition to the yellow file copy (or white in exceptional cases as indicated above) a green "hold" copy will be made and will be shown on the distribution as "D/L Hold". This copy will serve the dual purpose of a "suspense" file for correspondence going forward for signature, concurrence, or approval and a signer's chronological file for ready reference. This "hold" copy will be last in the order of assembly.

c. Distribution

Distribution information will be shown on the original as well as all copies of memoranda, except those addressed to or for the signature of the Deputy Directors or the Director. Distribution should be shown on the original and all copies of papers prepared for approval of the Deputy Director and return to the action Office.

d. Routing Sheets

"Routing and Record Sheets" (Form No. 610) will be prepared and stapled to the addressee copy of correspondence (this will apply to the RI copy of dispatches). "Transmittal Slips" (Form No. 241) will be used for return of other copies. "Transmittal Slips" will indicate the recipient's organizational symbol, building, and room number.

e. Coordination

Coordination is the responsibility of the originating element. External coordination (outside the Office of Logistics) will be indicated on the Routing and Record Sheet (Form No. 610). Internal coordination (within the Office of Logistics) will be accomplished prior to routing to the Assistant Director of Logistics, and the initials of the coordinator and date processed will appear in the left hand margin of the yellow official file copy.

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f. Organizational Symbols

Organizational symbols used in addressing routing sheets, indicating distribution, etc. will appear in the order of Office, Division or Staff, Branch, and Section (example: OL/TD/PMB). Such symbols will be the initials of the organizational components as appearing on currently approved Tables of Organization.

g. Conforming Signatures and Dating Correspondence

It is a secretarial responsibility of the signing official's office to review correspondence for proper format, grammar, spelling, typographical and other obvious errors; to stamp all copies with the date signed; and to "conform" or indicate on all copies that the original was signed. The initials of the signer should be indicated if other than the name typed on the correspondence.


h. Abbreviations

The use of abbreviations and symbols in the body of correspondence should be avoided unless such abbreviations are clearly explained. Each name or title will be written out fully in the first instance, followed by the accepted abbreviation in parentheses. Thereafter, abbreviations alone may be used in that particular communication.

FOR THE DIRECTOR OF LOGISTICS:

STATINTL


Chief, Administrative Staff

STATINTL OL/AS/R&S:  et

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